

**Prepare to**

* I am prepared to have my camera on to help my instructors get to know me and to contribute to the feeling of a class community.
* My microphone is muted, but I am prepared to unmute.
* The name in my Zoom square is the name I want to be called.
* I have uploaded a profile picture to Zoom that will help my instructors identify me.
* To the best of my ability, I have set up my workspace in a spot where I am visible and the background is not distracting. Or I am using a virtual background that is not distracting to others.
* I have eliminated distractions from my learning environment by turning off notifications, music, social media, TV, etc., and removing my phone from view.
* I have closed tabs in my browser and closed or minimized open files and folders in case I have to share my screen.
* People in my learning environment are aware of my class schedule.
* I am prepared to actively engage in class, including participating in breakout rooms, interactive activities, and discussion.
* I am aware of my professor’s Zoom expectations.
  + I have read the syllabus.
  + I have asked my professor or TF if I am still unsure.
* I have communicated with my professor if I require any exceptions to their Zoom expectations or other remote learning policies.
* I understand that we are all figuring this out together, so I will contact my professor or TF if I have questions or if something is not working.